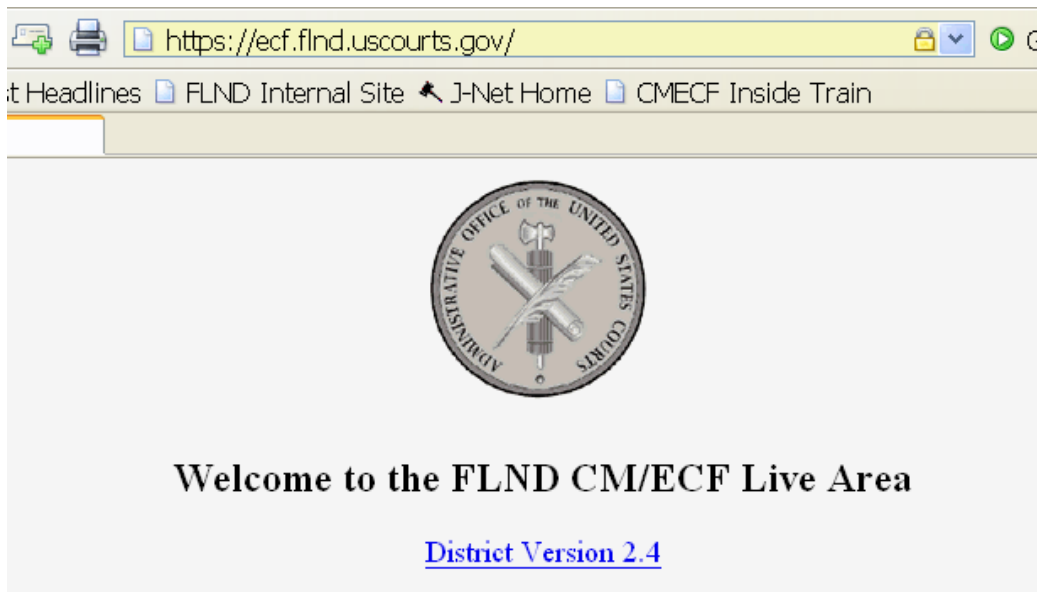


Accessing CM/ECF for Filing and Querying

Users can access the system via the Internet using either Netscape (version 7.0 or higher) or Internet Explorer (version 5.5 or higher) at the following address: <https://ecf.flnd.uscourts.gov>. In the alternative, you may go to the Northern District of Florida's Web site (www.flnd.uscourts.gov), click on the **[Electronic Case Filing]** button, and click the **[Enter ECF Live]** button.

Click on **District Version x.x** hyperlink located in the center of the screen to access ECF.



Logging In to CM/ECF

The next screen is the login screen. Enter your NDFL CM/ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

The “**client code**” field is utilized by PACER's billing system and will appear on your statement should you access query features that cause you to incur a [PACER](#) charge. This is an optional field.

Click **[Login]**. The NDFL login, as opposed to the PACER login, will allow you to both file documents and query for general case information. Please see the section entitled **Query Feature** for information about the use of a [PACER](#) login and password on this screen. The PACER login will not allow a user to file documents.

NDFL CM/ECF Attorney User's Guide

ECF/PACER Login - Northern District of Florida

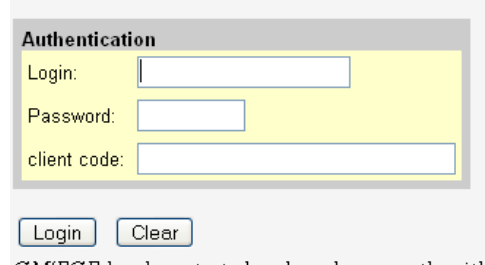
Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.



The screenshot shows a web form titled "Authentication". It contains three input fields: "Login:", "Password:", and "client code:". Below these fields are two buttons: "Login" and "Clear". The form is set against a light yellow background.

If you experience a problem and cannot login, verify that you have entered your NDFL ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information.

After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen. **“Login failed: either your login name or key is incorrect”**

Click on the **[Back]** button on your browser's toolbar and re-enter your correct login and password.

Once the **Main Menu** appears choose from a list of options located on the **blue** menu bar at the top of the screen just below the browser's menu bar.

Note: The date you *last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please contact the Clerk's Office as soon as possible.